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# CTEP-IAM / ID.ME INTEGRATION

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## EXISTING USERS ON-BOARDING TO ID.ME

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## CTEP-IAM &amp; ID.me Integration (IAL2 / AAL2)

[illegible]

## CTEP-IAM Release 5.3.0

**Use Case:** Existing CTEP-IAM users onboarding to ID.me and establishing a link between their CTEP-IAM and ID.me credentials

### Reference:

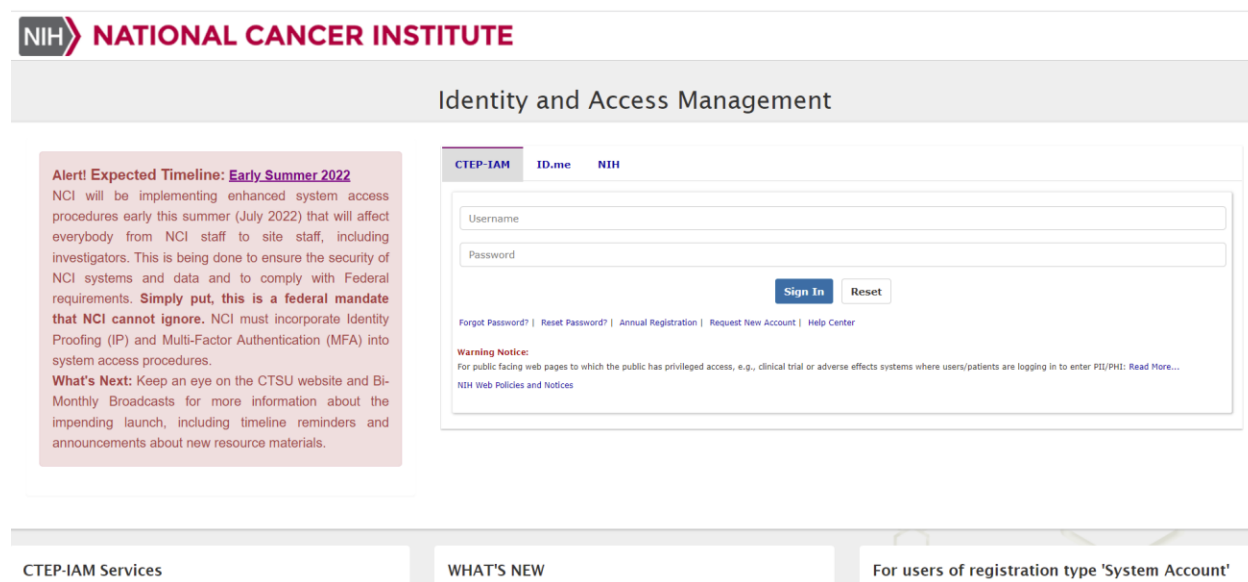
- <https://help.id.me/hc/en-us/articles/360018113093-How-do-I-set-up-Text-Message-or-Phone-Call-multi-factor-authentication->
- <https://help.id.me/hc/en-us/articles/4711423402647>
- <https://help.id.me/hc/en-us/articles/360052242853>
- <https://help.id.me/hc/en-us/articles/4711388572695-NCI-ID-me>

### Application URL:

- <https://ctepcore.nci.nih.gov/iam>

## CTEP-IAM Account Login

1. Copy the application URL (above) and paste it into a browser or click on the link

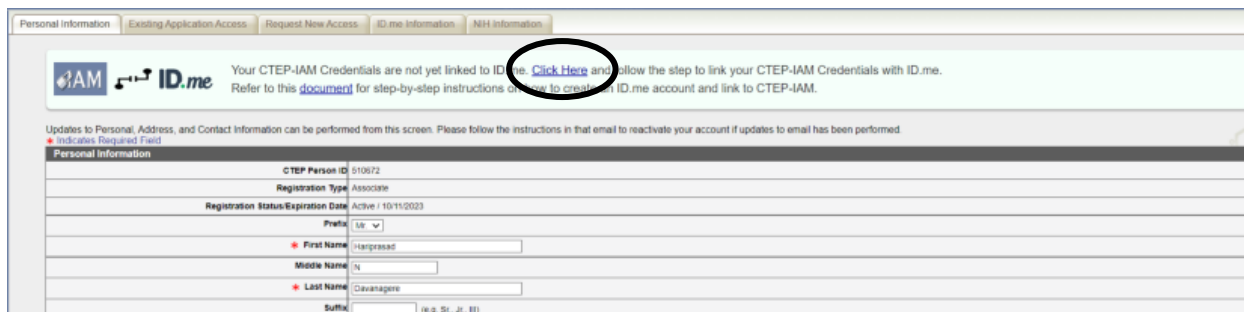


The screenshot shows the CTEP-IAM login interface. At the top is the NIH National Cancer Institute logo. Below it is a header bar with the text "Identity and Access Management". The main content area is divided into two sections. On the left is a red alert box with the text: "Alert! Expected Timeline: **Early Summer 2022**. NCI will be implementing enhanced system access procedures early this summer (July 2022) that will affect everybody from NCI staff to site staff, including investigators. This is being done to ensure the security of NCI systems and data and to comply with Federal requirements. **Simply put, this is a federal mandate that NCI cannot ignore.** NCI must incorporate Identity Proofing (IP) and Multi-Factor Authentication (MFA) into system access procedures. **What's Next:** Keep an eye on the CTSU website and Bi-Monthly Broadcasts for more information about the impending launch, including timeline reminders and announcements about new resource materials." On the right is the login form. It has tabs for "CTEP-IAM", "ID.me", and "NIH". The "CTEP-IAM" tab is selected. The form contains fields for "Username" and "Password". Below these fields are "Sign In" and "Reset" buttons. There are also links for "Forgot Password?", "Reset Password?", "Annual Registration", "Request New Account", and "Help Center". A "Warning Notice" section at the bottom of the form states: "For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PHI/PHI: Read More..." and "NIH Web Policies and Notices". At the bottom of the page, there is a footer with "CTEP-IAM Services", "WHAT'S NEW", and "For users of registration type 'System Account'".

**Figure 1: CTEP-IAM Login Screen**

2. Under “**CTEP-IAM**”, enter current CTEP-IAM username and password.
  - If password has expired, please use the “Forgot Password” feature to change the password.

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)



Personal Information | Existing Application Access | Request New Access | ID.me Information | NIH Information

**CTEP-IAM** **ID.me** Your CTEP-IAM Credentials are not yet linked to ID.me. [Click Here](#) and follow the step to link your CTEP-IAM Credentials with ID.me. Refer to this [document](#) for step-by-step instructions on how to create an ID.me account and link to CTEP-IAM.

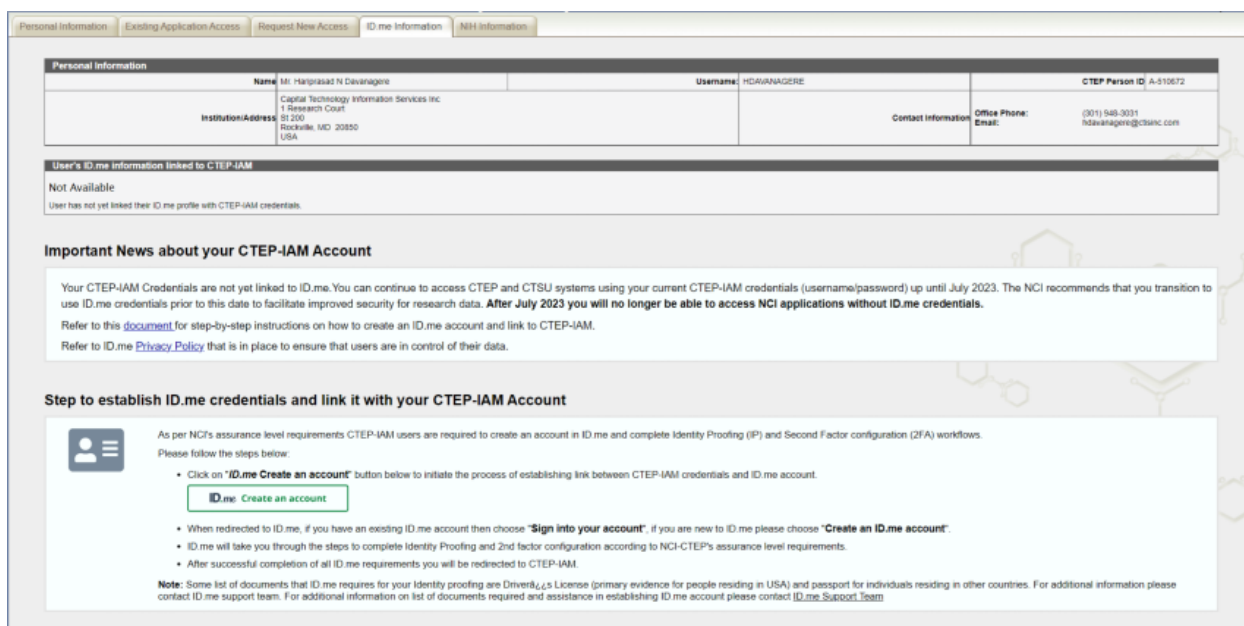
Updates to Personal, Address, and Contact Information can be performed from this screen. Please follow the instructions in that email to reactivate your account if updates to email has been performed.

★ Indicates Required Field

<b>Personal Information</b>	
CTEP Person ID	510572
Registration Type	Associate
Registration Status/Expiration Date	Active / 10/15/2023
Profile	US ▼
First Name	Harprasad
Middle Name	
Last Name	Cavanagere
Suffix	(e.g. Sr., Jr., III)

**Figure 2: CTEP-IAM Welcome Screen After Login**

3. Navigate to “ID.me Information” section
  - a. Option I: “Click here” (highlighted in the above snapshot) will take users to “ID.me information” section.
  - b. Option II: Click on “Personal Information” on the left menu to go to “ID.me information” section.



Personal Information | Existing Application Access | Request New Access | ID.me Information | NIH Information

<b>Personal Information</b>		<b>User's ID.me information linked to CTEP-IAM</b>	
Name	M. Harprasad N Cavanagere	Username	HC4VANAGERE
Institution/Address	Capital Technology Information Services Inc. 1 Research Court St 200 Rockville, MD 20850 USA	Contact Information	Office Phone: Email: (301) 548-3031 ndcavanagere@ctisinc.com
CTEP Person ID		A-510572	

**User's ID.me information linked to CTEP-IAM**

Not Available  
User has not yet linked their ID.me profile with CTEP-IAM credentials.

**Important News about your CTEP-IAM Account**

Your CTEP-IAM Credentials are not yet linked to ID.me. You can continue to access CTEP and CTSU systems using your current CTEP-IAM credentials (username/password) up until July 2023. The NCI recommends that you transition to use ID.me credentials prior to this date to facilitate improved security for research data. **After July 2023 you will no longer be able to access NCI applications without ID.me credentials.**

Refer to this [document](#) for step-by-step instructions on how to create an ID.me account and link to CTEP-IAM.

Refer to ID.me [Privacy Policy](#) that is in place to ensure that users are in control of their data.

**Step to establish ID.me credentials and link it with your CTEP-IAM Account**

As per NCI's assurance level requirements CTEP-IAM users are required to create an account in ID.me and complete Identity Proofing (IP) and Second Factor configuration (2FA) workflows. Please follow the steps below:

- Click on “ID.me Create an account” button below to initiate the process of establishing link between CTEP-IAM credentials and ID.me account.

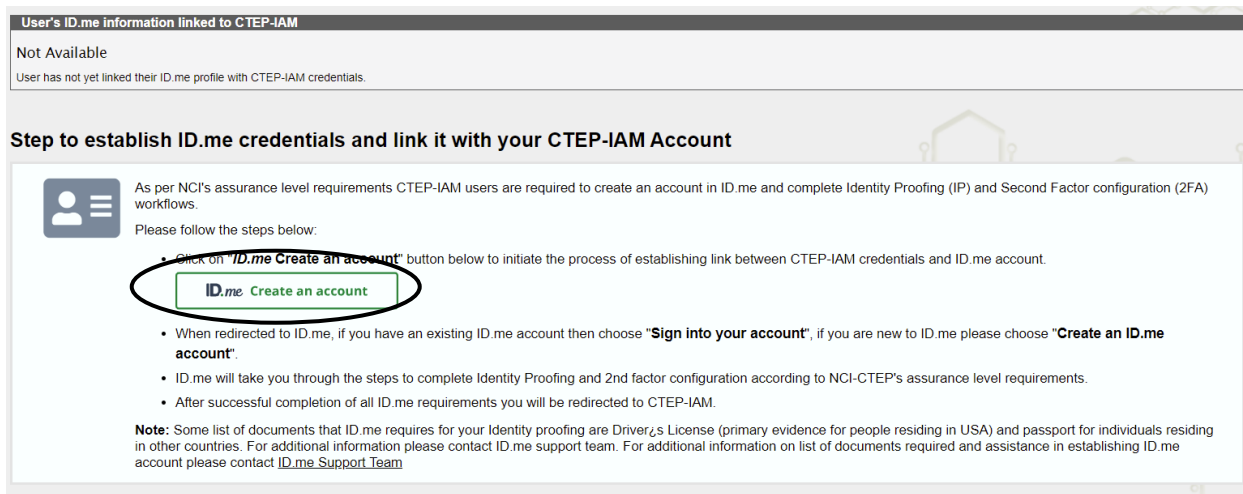
[ID.me: Create an account](#)

- When redirected to ID.me, if you have an existing ID.me account then choose “Sign into your account”, if you are new to ID.me please choose “Create an ID.me account”.
- ID.me will take you through the steps to complete Identity Proofing and 2nd factor configuration according to NCI-CTEP's assurance level requirements.
- After successful completion of all ID.me requirements you will be redirected to CTEP-IAM.

**Note:** Some list of documents that ID.me requires for your Identity proofing are Driver's License (primary evidence for people residing in USA) and passport for individuals residing in other countries. For additional information please contact ID.me support team. For additional information on list of documents required and assistance in establishing ID.me account please contact [ID.me Support Team](#)

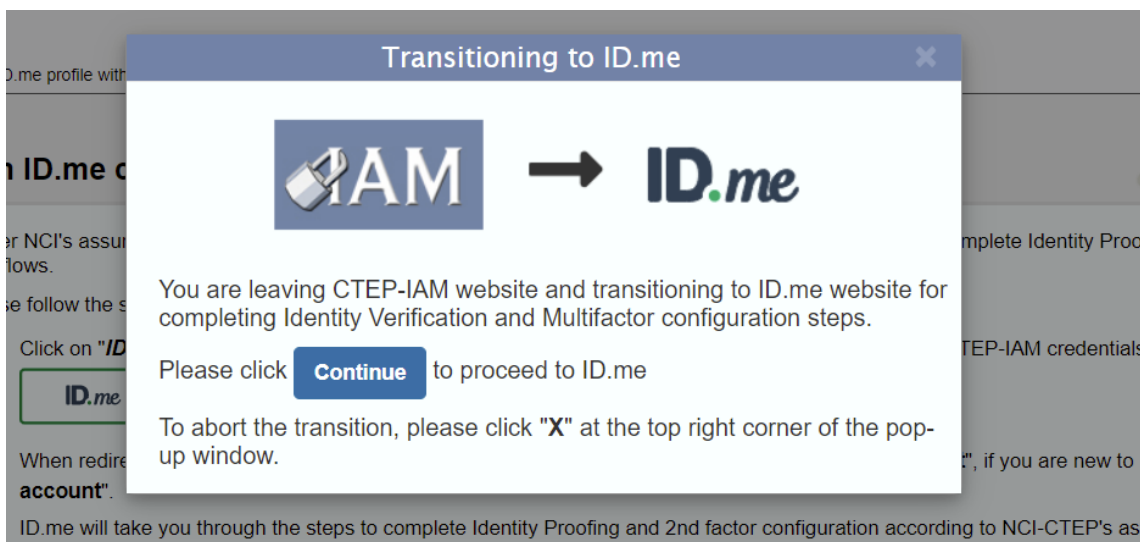
**Figure 3: ID.me Information Section**

### Establishing and Linking ID.me Credentials



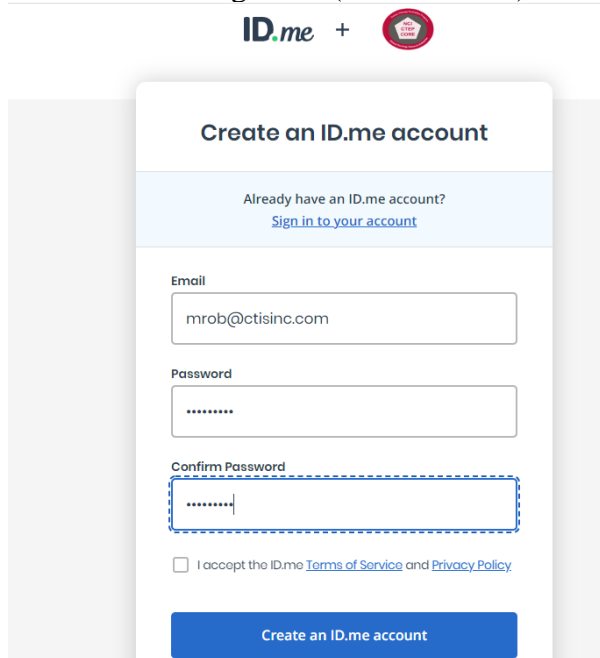
**Figure 4 : ID.me Information Section**

- Click on “ID.me Create an account” button (highlighted in the above snapshot)



**Figure 5: Popup Message before redirecting users to ID.me**

- Click on ‘ID.me create an account’ and sign in or create a new ID.me account with a secure email address. *Note: If users already have an ID.me account or initiated the process of linking ID.me account to CTEP-IAM but the process aborted before completion, click “sign in”*

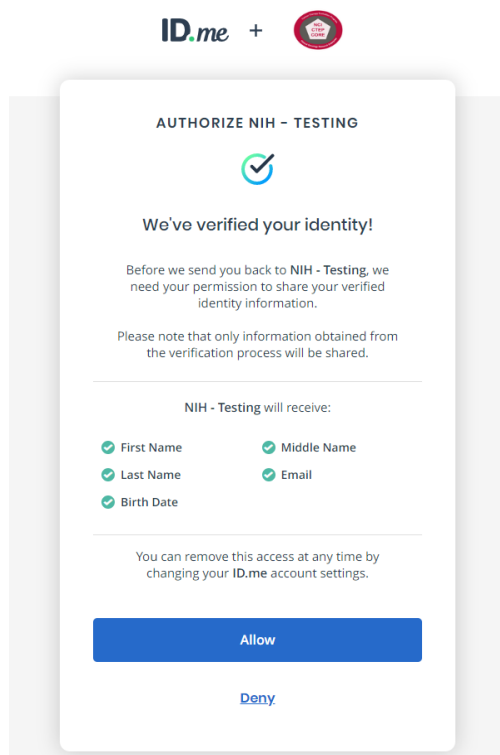


**Figure 6: ID. me Create Account Screen**

6. Select and set up an MFA option. Available options include:
  - a. Phone Call to Landline with One-Time Passcode (OTP)
  - b. ID.me Mobile Application Push Notification
  - c. ID.me Mobile Application Time-Based One-Time Passcode (TOTP)
7. Choose an identification method and submit for verification. Approved verification documentation includes:
  - a. Driver's License or State ID
  - b. Passport or Passport Card
  - c. *Note: If you live outside of the United States or if you are unable to successfully verify your identity with a driver's license, state ID, or passport document, you may see the option to connect with an ID.me Trusted Referee or Video Chat Agent*
    - i. Click on "I don't live in the United States" when asked to choose a verification method. Select "Get Started" to start the process to verify your identity on a video call.
    - ii. Enter and review personal information
    - iii. Select and gather identification documents. You will need two primary documents or one primary document and two secondary documents. Upload an image or take a photo of your identity documents that you will share with the Trusted Referee.
    - iv. Once the documents are accepted, you will be prompted to start the video call with a trusted referee.
8. Submit a personal photograph using a secure mobile device to confirm the identification method.
9. On successful completion of the identity verification and multi factor authentication configurations, ID.me will present the screen shown below and request users' consent to share five attributes to CTEP-IAM.

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)

10. Please click “**Allow**” to complete the activation of CTEP-IAM account along with establishing a link to users’ ID.me credentials.

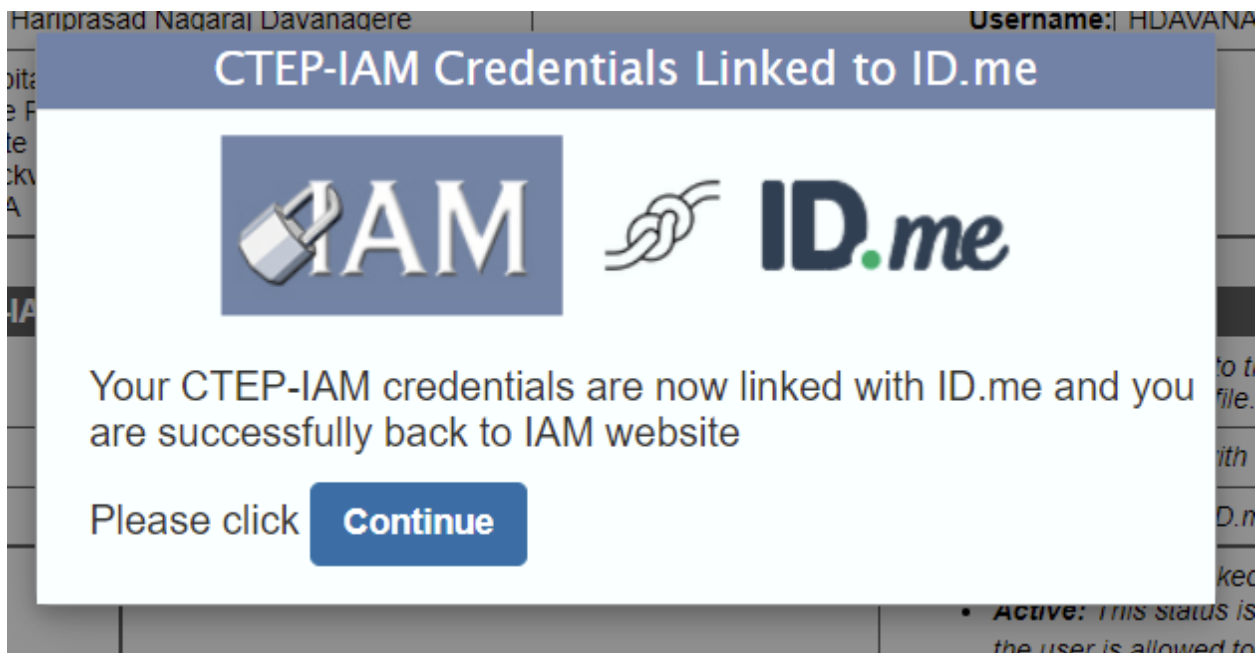


**Figure 7: Allow Sharing Option**

11. Few points to note:
  - a. It is important that users accept to share data with NCI CTEP and click “Allow”, without which the new account activation will not be complete.
  - b. If the users choose to “Deny”, they will be redirected back to CTEP-IAM without completing the account activation. In this case, users will have to repeat the ID.me establishing steps, however, during the subsequent attempts, users will choose the ID.me option to “Sign in to your account” instead of creating a new ID.me account.
  - c. Users that have not linked their ID.me accounts to CTEP-IAM will NO longer be able to access NCI applications after July 2023.

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)


12. On successfully establishing the link, users must view their ID.me credentials in CTEP-IAM as shown below



**Figure 8: Popup Message on returning to CTEP-IAM**

Personal Information			
Name	Shneha Acharya	Username	ACHARYAS90
Institution/Address	Capital Technology Information Services Inc 117 Quince Meadow Avenue Gaithersburg, MD 20878 USA	Contact Information	Office Phone: (571) 424-9190 Email: sacharya@ctisinc.com
CTEP Person ID		A-653873	

User's ID.me information linked to CTEP-IAM		Description
Email Address	s*****@ctisinc.com	Primary email associated to the user's ID.me account. This can be different than the user's primary contact email associated with CTEP profile. Please contact ID.me for any assistance needed with your ID.me email and password.
Name	SHNEHA ACHARYA	User's name associated with the ID.me account. Format < First Name Last Name >
Created Date	03/14/2022	Date on which the user's ID.me profile was linked to CTEP - IAM profile
User's ID.me information linked to CTEP-IAM status	 Active	Current status of user's linked profile. The profile can be in "Active", "Inactive", "Temporarily Disabled" and "Reinstate" <ul style="list-style-type: none"> <li><b>Active:</b> This status is assigned when the ID.me and CTEP-IAM credentials are linked for the first time. Indicates the user is allowed to use ID.me credentials to access CTEP-IAM and federated systems.</li> <li><b>Inactive:</b> This status is assigned by INACTIVATION workflow. Indicates the user is not allowed to use ID.me credentials to access CTEP-IAM and federated systems.</li> <li><b>Temporarily Disabled:</b> This status is assigned to accounts impacted by a security incident. Indicates the user is not allowed to use ID.me credentials to access CTEP-IAM and federated systems till the site is cleared to resume business as usual. Users in this status will not be allowed to reactivate.</li> <li><b>Reinstate:</b> This status is assigned to accounts impacted by a security incident. Indicates the user is allowed to reactivate CTEP credentials and use ID.me credentials to access CTEP-IAM and federated systems. The link record is not assigned this status till the site is cleared to resume business as usual. Note: An account will be moved to this status as part of the SOP defined to handle security incidents.</li> </ul>
Status Changed Date	03/14/2022	Date on which the user's ID.me profile attained one of the statuses permissible for "Profile Status"
Comments	Comments captured on the ID.me profile as part of CTEP-IAM application workflows.	

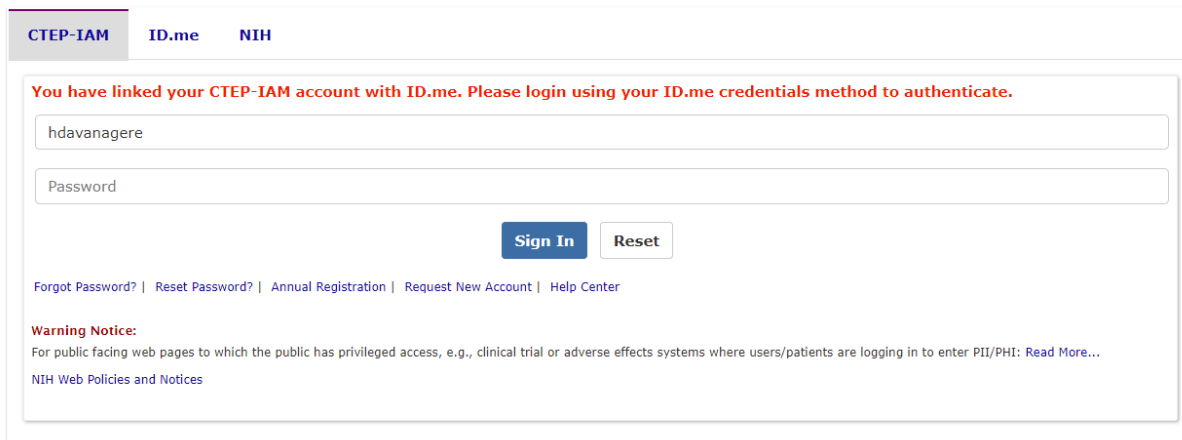
ID.me Account Status History			
Created By	Status	Comments	Status Date
ACHARYAS90	Active		03/14/2022 07:09:14 PM

**Figure 9: ID.me Information Section after ID.me and CTEP IAM accounts are linked**



## Validating Access to CTEP-IAM Using ID.me

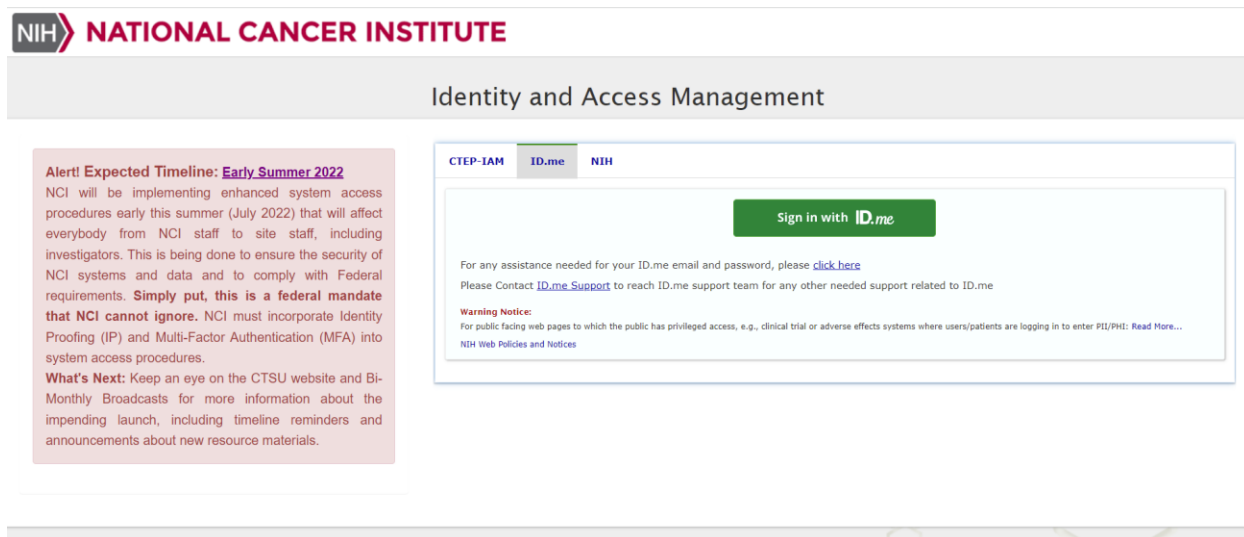
13. Try gaining access to [CTEP-IAM](#) with CTEP-IAM username/password.
  - a. A validation message will be displayed as shown below



The screenshot shows the CTEP-IAM login interface. At the top, there are tabs for CTEP-IAM, ID.me, and NIH. A red message states: "You have linked your CTEP-IAM account with ID.me. Please login using your ID.me credentials method to authenticate." Below this, there are input fields for a username (containing "hdavanagere") and a password. There are "Sign In" and "Reset" buttons. At the bottom, there are links for "Forgot Password?", "Reset Password?", "Annual Registration", "Request New Account", and "Help Center". A "Warning Notice" is also present, stating: "For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PII/PHI: [Read More...](#)" and a link to "NIH Web Policies and Notices".

**Figure 10: CTEP-IAM log in tab**

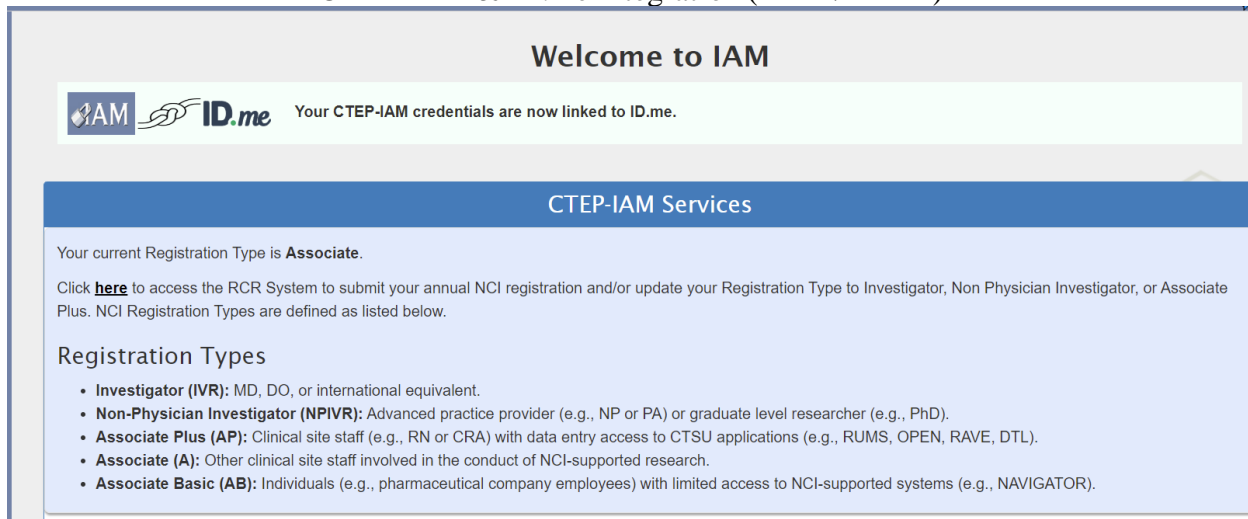
14. Try gaining access to [CTEP-IAM](#) with ID.me account.
  - a. Users will see a welcome on successful authenticating with their ID.me credentials. A snapshot of the screen is shown below



The screenshot shows the NIH National Cancer Institute Identity and Access Management page. At the top, there is a header with the NIH logo and "NATIONAL CANCER INSTITUTE". Below this, there is a section titled "Identity and Access Management". On the left, there is a red alert box with the text: "Alert! Expected Timeline: [Early Summer 2022](#). NCI will be implementing enhanced system access procedures early this summer (July 2022) that will affect everybody from NCI staff to site staff, including investigators. This is being done to ensure the security of NCI systems and data and to comply with Federal requirements. **Simply put, this is a federal mandate that NCI cannot ignore.** NCI must incorporate Identity Proofing (IP) and Multi-Factor Authentication (MFA) into system access procedures. **What's Next:** Keep an eye on the CTSU website and Bi-Monthly Broadcasts for more information about the impending launch, including timeline reminders and announcements about new resource materials." On the right, there is a login section with tabs for CTEP-IAM, ID.me, and NIH. A green button says "Sign in with ID.me". Below this, there is a message: "For any assistance needed for your ID.me email and password, please [click here](#). Please Contact [ID.me Support](#) to reach ID.me support team for any other needed support related to ID.me." A "Warning Notice" is also present, stating: "For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PII/PHI: [Read More...](#)" and a link to "NIH Web Policies and Notices".

**Figure 11: CTEP- IAM, ID.me Log in Tab**

## CTEP-IAM & ID.me Integration (IAL2 / AAL2)



*Figure 12: CTEP- IAM Welcome screen*

### Accessing Other Applications

15. Please navigate to the applications that you regularly access using CTEP-IAM username/password. The same applications should now be accessible using your ID.me credentials.